

SEMINAR IN MANAGEMENT PRACTICES



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The encouraging reaction to the Senior Management Seminar conducted last Fall by Professor [redacted] School has led to expansion of the plan to bring in outside guests to conduct management training for senior officers. For the session to be conducted in June 1961, the services of [redacted] have been obtained.

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The Seminar in Management Practices (SMP) has been designed for the GS-15 level and will cover material selected for its relevance to the interests and effectiveness of our people at that grade level. The SMP will provide an opportunity for the participants to consider management problems and practices in general and within the framework of CIA specifically.

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[redacted] has been informed of the nature and complexity of the Agency's management problems through extensive briefings by the Inspector General, the Deputy Director of Support, and various members of the Office of Training.

Objectives

Emphasis in the SMP will be placed on human problems in organized effort. Differences in behavior, values, and ways of thinking will be explored and identified. Each participant will be able to compare his own assumptions and approaches with those of his peers and those presented by [redacted]. The Seminar will consider concepts of motivation, communication, management climate, and personality, with the aim of turning the thoughts and attention of the participants to the following:

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Extending the range of personal interest
in the art and science of managing people

Increasing self-awareness and appreciation
of different positions on issues
confronting management

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Broadening the understanding of the inter-play of values, issues, and circumstances affecting managerial action.

✓ Methods

25X1A5A1 [] will use the case method, role-playing technique, and some lectures to vary the presentation of material. Participants will have time for reading and study as well as discussion.

The schedule will be flexible to allow for exploration in detail of problems of greatest concern to the participants. As a rule, there will be three classroom periods daily, Monday through Friday, and one period on Saturday.

Location, Dates, and Other Administrative Data

The SMP will begin with an informal reception on Sunday afternoon, 11 June. Seminar materials will be distributed at that time so that participants will be prepared to begin discussions promptly on Monday. The Seminar will end at noon on Saturday, 17 June.

The group roster and written briefings on both security and travel will be sent to participants on about 25 May.

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[redacted] [redacted] has assisted several governmental and industrial organizations to establish and maintain their management training programs.

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